

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Utility Provider Name]  
[Utility Provider Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request financial assistance for my utility bills due to unforeseen circumstances that have affected my ability to pay.

My name is [Your Name], and my account number is [Account Number]. I have been a customer of [Utility Provider Name] since [Start Date of Service]. Recently, I have faced [briefly explain your situation, e.g., job loss, medical emergency, etc.], which has placed a significant financial burden on me and my family.

As a result, I am struggling to keep up with my utility payments and am at risk of [explain consequence, e.g., disconnection of service]. I would greatly appreciate any assistance or programs available that could help cover my outstanding bills or any guidance you might provide regarding financial aid options.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,  
[Your Name]